



United States Department of State

Washington, D.C. 20520

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SEP - 2 1986

MEMORANDUM

TO: ARA/LPD - Mr. Robert W. Kagan /
FROM: A/OPR/STP/P/CT - Barbara A. Garland *bag*
Contracting Officer
SUBJECT: Delegation of Contracting Officer's Technical
Representative Responsibility and Authority

Pursuant to the authority granted to me as a Contracting Officer under the Federal Acquisition Regulation, you are hereby designated as the Contracting Officer's Technical Representative (COTR) under Contract 1001-602066.

Under this delegation you are hereby authorized to: coordinate with the cooperating agency on all technical matters which may arise in the administration of this contract; give technical clarification as to the meaning of the specifications including inspection, testing and acceptance procedures; inspection of the contractor's progress to assure compliance with the cooperative agreement terms and conditions; to perform such functions as may be necessary to accept the products or services for the Government, including preparation of receiving reports, and to authorize progress payments, when appropriate. However, you are not authorized to alter or modify the contract; or to waive the Department's rights as to specifications, price, delivery, terms and conditions. All such changes must be authorized, in writing, by the Contracting Officer.

If questions arise which are not clearly answered in the contract (including the specifications), or if disputes with the contractor occur, a written report to the Contracting Officer shall be prepared setting forth the problem being encountered.

The COTR must monitor the contractor's performance to insure that there are no deviations from contract requirements; and, in the event that deviations do occur, furnish prompt written notice of such deviations to the Contracting Officer and the contractor.